

Miami-Dade Sports Commission

EXECUTIVE DIRECTOR SEARCH ANNOUNCEMENT

Position:	Executive Director
Position Type:	Full time, Exempt
Organization:	Miami-Dade Sports Commission (MDSC)
Organization Description:	<p>The MDSC was created by the Miami-Dade County Board of County Commissioners as a public-private 501(c)3 nonprofit organization in 2003, and opened for business in April of 2004. The Sports Commission promotes youth, amateur and professional sports in Miami-Dade County, and works to secure sports events that will generate economic impact for the community. The MDSC also works with all of the various sports partners within Miami-Dade County to create, develop and foster new opportunities in sports.</p>
Position Description:	<p>The Executive Director is responsible for the overall operation and administration of the MDSC, managing a budget of approximately \$850,000 annually, the employment and supervision of its employees, meeting the financial/fundraising goals of the organization, working with the Board of directors to develop a strategic plan and direction, presenting Miami-Dade County to major event rights holders to sell the destination, engage elected officials and community leaders in sports growth opportunities, and lead the MDSC to long term growth and stability.</p>
Reports To:	<p>MDSC Board of Directors. The MDSC is a public-private agency created by Miami-Dade County. However, it is an independent non-profit organization. It is not a County agency.</p>
Job Requirements:	<ul style="list-style-type: none">• Bachelor's degree in sport management, business administration, public administration or related field. Master's degree preferred or comparable experience.• 10+ years of prior experience to include: Management and supervisory experience related to non-profit or public entity, experience conducting major sports events, knowledge of sports tourism sales, and experience successfully selling sports event sponsorships.• Experience in working with a Board of Directors.• Strong public speaking skills required.• Strong decision-making skills with the ability to balance several business requirements and priorities.• Excellent communication skills, both verbal and written.

- Proven ability to develop and manage organization budgets.
- Understanding of local politics and public administration.
- Understanding of sports industry landscape.
- Ability to create and present bids to host major sports events.
- Ability and willingness to travel as needed.
- Availability to work weekends and holidays as required.

Salary / Benefits:

Salary commensurate on experience. The MDSC offers a competitive benefits package that includes Medical/Dental insurance, Retirement plan contributions, vacation and sick leave, and more.

Application:

Submit resume and cover letter with salary history and requirements to the e-mail listed below. Only candidates that provide salary history and requirements in the cover letter will be considered. No phone calls or agencies please.

GF1@miamidade.gov

Application Deadline:

February 24, 2012